

**State of Montana**  
**Department of Public Health and Human Services**  
**PO Box 4210 Helena, MT 59604**

**VACANCY ANNOUNCEMENT**

**August 27, 2008**

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<b>TITLE:</b>	Family Planning Health Education Specialist
<b>POSITION NO:</b>	04914
<b>LOCATION:</b>	Public Health & Safety Division, Helena
<b>STATUS:</b>	Full-Time/Permanent
<b>UNION:</b>	MPEA
<b>PAY GRADE:</b>	Pay Plan 20, Pay Band 6
<b>STARTING SALARY:</b>	\$33,214 - \$41,517 annually. Depending on qualifications and internal equity.
<b>SUPPLEMENT:</b>	Yes

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**APPLICATION DEADLINE:** State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to [hhsea@mt.gov](mailto:hhsea@mt.gov) or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Thursday, September 11, 2008.** For further information visit the DPHHS website: [www.dphhs.mt.gov/jobs](http://www.dphhs.mt.gov/jobs)

**SPECIAL INFORMATION:** This position requires the ability to deal with all points of view with sensitivity and diplomacy while promoting the goals of the program. It also requires the ability to justify and defend controversial policies and programs to the Department and the public.

**CRIMINAL RECORDS BACKGROUND CHECK:** All successful applicants will be required to sign a release form, which authorizes the department to conduct a criminal record review to determine whether the applicant has been convicted of any criminal acts that are directly related to the responsibilities of the prospective job.

**TYPICAL DUTIES:** This position provides professional direction, consultation, and evaluation of educational efforts regarding reproductive and preventive health services in Title X Family Planning programs in Montana. This position consults with and provides technical assistance to a wide range of health professionals in a variety of organizations (county health departments, Planned Parenthood, private non-profit agencies). The incumbent will participate in planning, coordinating, monitoring, conducting training needs assessments, and evaluating Title X Family Planning Programs in accordance with the Federal Title X regulations. This position also functions

as the department's team leader for unintended pregnancy and teen pregnancy prevention activities and efforts; and writes press releases and articles to provide effective marketing and public awareness.

**KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:**

Knowledge: Knowledge of the theories, principles, and practices of federal grant programs, health education, and community outreach; program planning and evaluation; organization and administration of community health programs and services; methods and techniques of disseminating health information; women's health, human sexuality, reproductive health, and family planning philosophy; health promotion techniques; patient education and counseling in a family planning setting; and scientific, theoretical, and methodological foundations of public health.

Skills: Skill in the use of a personal computer sufficient to prepare correspondence, reports, spreadsheets, PowerPoint presentations, and related materials; working with diverse public/private/community based agencies and with individuals and groups not supportive of reproductive health and/or family planning philosophy; and effective oral, public speaking, and written communication.

Abilities: Ability to interpret federal regulations and apply them to diverse local programs (county health departments, Planned Parenthoods, non-profit organizations, and hospital-based programs); plan, organize, implement, and evaluate education and community outreach activities; evaluate non-compliance problems in state and local agencies and draw conclusions, provide recommendations, and methods for remedying; provide information to the public; establish and maintain effective working relationships with fellow employees, local family planning program staff, county elected officials, board presidents, agency CEOs, health officers, state agency officials, federal and other states' public health employees, the general public, and others; self-initiate, work independently, and establish priorities with minimal supervision; and communicate effectively orally and in writing.

**EDUCATION/EXPERIENCE REQUIRED:** Bachelor's degree in public health, education, behavioral/clinical/social sciences, or communications-related field **AND** one year of job-related experience in reproductive health and family planning. Other equivalent combinations of education and experience will be considered; however, a Bachelor's degree is required. A Master's degree is preferred.

**APPLICATION AND SELECTION PROCESS:** This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Photocopy of transcripts for any coursework at a college or technical school. (*Only degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements*). **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to: HUMAN RESOURCES, PO Box 4210, Helena MT 59604; OR if unforeseeable circumstances occur, transcripts may be brought to interview; and**
4. Supplement questions.

**Applications will be rejected for late, incomplete or unsigned application materials.**

**COMPENSATION:** Eligible state employees are also provided paid health, dental, and life insurance. Other benefits include vision insurance, a deferred compensation program, public employee's retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

**IMMIGRATION REFORM AND CONTROL ACT:** In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

**REASONABLE ACCOMMODATIONS:** Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such

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accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

**SELECTIVE SERVICE COMPLIANCE CERTIFICATION:** All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

## SUPPLEMENT QUESTIONS

Department of Public Health and Human Services  
Title: Family Planning Health Education Specialist  
Position: #04914  
Location: Public Health & Safety Division, Helena

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your responses to these supplemental questions must be printed clearly or typed on standard 8.5 x 11 inch paper. Each response should be clear, concise and numbered. Since your responses will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

### QUESTIONS

NOTE: Answers to the following questions must be specific as to dates and employers. If this supplement is used as a screening tool, some answers may be rated based on months or years of experience. Reference will not be made back to your state application or resume.

1. This position works in health education for reproductive health, family planning, and teen pregnancy prevention. Please describe your education and experience that have prepared you for these responsibilities.
2. Please describe your professional experience working with community health programs, health promotion and education, and human sexuality.